

10 April 2007

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 27 MARCH 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee Carter (Clerk), Trustee Curtis (Treasurer) (*per telecom*); Jon Ziegra, Manager. Guest: Ms. Juanita Christoff, Boothbay; Mr. David Dudley, Owner Ocean Point Inn, Mr. David Libby Absent: Trustee MacPhee, (Vice Chair), Trustee Marston, Administrative Manager (AM) Bob Raudenbush.

1. The minutes of the 13 March 2007 trustees meeting were approved.
Trustee Curtis motioned, Trustee Carter second, vote: unanimous
2. Warrants 16, 17 & 18 were approved.
Trustee Carter motioned, Trustee Curtis second, vote: unanimous
3. Trustee Pinkham recognized Ms. Juanita Christoff of the Butler Road in Boothbay who appealed to the board for assistance in establishing seasonal water service for the Butler Road in Boothbay. The manager relayed he had met with Ms. Christoff the previous week to discuss this matter. The board was informed that there were between 30 and 50 landowners interested in service due to very poor groundwater in the area. Ms. Christoff was aware that any installation could not be funded by the district and would have to come from the town or private sources. She informed the board there may be landowner interest to cost share with the town on a main extension. The board instructed the manager to work with Ms. Christoff and the town to establish service in a cost effective manner if both parties approve a main extension. The board went on to publicly support this effort.
4. Trustee Pinkham recognized Mr. David Dudley, Ocean Point Inn, who addressed the board on the subject of extending the seasonal water season and concentrating on future main conversions from seasonal to year-round in the Ocean Point area. Mr. Dudley informed the board that there was a greater customer demand for extending the season in the fall than starting earlier in the spring. Mr. Dudley cited climate change as a factor to support the extension of the fall season, lessening the possibility of freeze damage. Mr. Dudley pointed out that he was not requesting any specific service extension rather he was asking the board to take his testimony under advisement. The board concurred and said they would consider his request in the future and thanked him for sharing his opinion.
5. Trustee Pinkham recognized Mr. Dave Libby, the district's telecommunication consultant to discuss the disposition of the Verizon contract with district. Mr. Libby described the contract had incorporated all of the comments generated by Attorney Geoff Hole and Trustee Curtis and set a reasonable fee schedule for the district. The contract calls for the construction of a tower adjacent to the treatment plant to be given to the district. The district will be paid a fee for the use of space on the tower by various cellular providers as well as reimbursed for all electricity used. After consideration the board accepted the terms of the contract and directed the manager to sign the contract to begin the process of constructing the tower.
Trustee Pinkham motioned, Trustee Curtis second, vote: unanimous

6. The manager reported the administrative functions of the district were meeting the mission requirements. It was reported the John Orne, utilities technician, was filling in for the customer service representative during her absence. In addition the critical functions of accounts receivable and payable were being met in the extended absence of the AM. The board asked the manager to include letters of appreciation to Mr. Orne and Ms. Watts when the AM returned and to make a recommendation to the board for a cash award for both at that time.
7. The manager reported he had again submitted testimony on the Maine Department of Environmental Protection (DEP) Chapter 587 *In-Stream Flow and Water Level Standards* on behalf of the district. The manager related that it was now inevitable the district would be regulated by DEP in the near future. He went on to report to the board the compromise language in the proposal was “stomachable for the time being”. The manager relayed his thanks to Representative Bruce MacDonald for supporting the district’s position and repeatedly meeting with House leadership relaying the district’s concerns. The manager relayed to the board reinforcing, in his opinion, how wise the board was in aggressively permitting and establishing Knickerbocker Lake when they did in that it will now be impossible under the Chapter 587 revision. The board asked the manager to keep them informed as to the specific permit restrictions once imposed on the district by the DEP.
8. The manager stated not much was happening with the GIS program and would not move forward until the full-time return of the AM.
9. The asked the manager to inquire with Attorney Geoff Hole what the rights of the district has in regards to road opening permits in light of the town of Boothbay refusal to amend its administrative code and report back at a later date.
10. The manager reported no change in status with the Fuel Depot Agreement with the town of Boothbay.
11. The manager reported the loan for the vehicle replacements was approved and was scheduled close 28 March 2007 at 1300 hr. with Gorham Leasing. The total lease is \$39,953 for 3 years at a rate of 4.5%.
12. The manager reported he had not met with the board of selectmen concerning the Adams Pond Culvert and that any further action by Dirigo was to be frozen unless authorized by the board. The manager stated he would be in contact with the board to ascertain their intent in this project. The board asked for a report at the next meeting.
13. The manager reported the overhaul of Clarifier #2 was complete. The project was carried out by treatment and distribution personnel at approximately ½ of the cost of Clarifier #1. The savings were realized because the crew learned from the consultant on the first overhaul and used no consultant on the second. Clarifier #2 was reported to be in very good condition.
14. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Sunset Acres – No change in status

Dora Highlands – No change in status.

Boothbay Country Club – The manager reported substantial provisions were being made by JJR Associates to have the project accepted. There remains open items most notably a 100-foot stretch of installed water main requiring insulation. There was no word on when Crooker would be mobilized to complete the repairs.

15. The manager reported seasonal start-up was on-schedule with the main focus of work to begin 2 April 2007.
16. The manager reported he had been contacted twice by representatives from Rutherford Island, located in South Bristol concerning the possibility of year-round water service. The manager provided a satellite generated map of the proposal which would require a ¾ mile channel crossing across the Damariscotta River. Trustee Carter had reservations concerning the plan noting sever current in the area, commercial fishing activities and the fact Rutherford Island was out of the district's service area. The manager took that information under advisement and would inform the Rutherford Island representatives upon the next inquiry for service.
17. The meeting was adjourned at 1501 hr.
Trustee Curtis motioned, Trustee Carter second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra, Manager